



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
WASHINGTON, DC 20350-2000

IN REPLY REFER TO

OPNAVINST 1551.11A  
N889

24 June 1993

OPNAV INSTRUCTION 1551.11A

From: Chief of Naval Operations

Subj: POLICIES AND PROCEDURES FOR CONTRACTOR OPERATION AND  
MAINTENANCE OF SIMULATORS (COMS) FOR AVIATION TRAINING  
DEVICES

Ref: (a) OMB Circular A-76 (NOTAL)  
(b) DOD Instruction 4100.33 of 9 Sep 85 (NOTAL)  
(c) OPNAVINST 10170.2, "Navy Training Device Utilization  
Reporting (UR)," 2 Jun 93

1. Purpose. To update established policies and procedures and assign responsibilities for the procurement and management of Contractor Operation and Maintenance of Simulators (COMS).

2. Information. This instruction provides coordination among the various simulator support commands to ensure that operational training and readiness requirements are met through the effective procurement and application of COMS for aviation training devices.

3. Cancellation. OPNAVINST 1551.11.

4. Background. Previously, aviation training equipment was operated and maintained organically by military personnel, augmented at selected sites by civilian government employees. In 1982 the Secretary of the Navy approved the disestablishment of the military rating Training Deviceman, (TD). Reference (a) establishes the general government policy on use of commercial sources to provide products and services. Under this policy the private sector will be considered, through open and fair competition, to provide support for the operation and maintenance of aviation training devices.

5. Scope. The provisions of this instruction are applicable to custodians (hereafter referred to as reporting custodians) of all Navy and Marine Corps flight simulators and associated aviation training devices, including water survival trainers and aviation physiology training equipment.

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## 6. Definitions

a. Contractor Operations and Maintenance of Simulators (COMS). The program which provides commercial contractor personnel who possess requisite skill levels to operate and maintain aviation training devices in direct support of training activities.

b. Training Agent. Major commands responsible for all training equipment under their purview (i.e. Commander, Naval Air Force, U. S. Pacific Fleet; Commander, Naval Air Force, U. S. Atlantic Fleet; Commander, Naval Air Reserve Force; Chief of Naval Education and Training; Chief, Bureau of Medicine and Surgery).

c. User Activity. Command or activity utilizing training equipment.

7. Policy. The following policies apply to the procurement, application, and administration of COMS:

a. COMS shall be the primary program of logistic support for all training systems and comply with the Federal policy established by reference (a), and the implementing guidance provided in reference (b).

b. Fiscal requirements for COMS will be identified and incorporated into the budget cycle as early as necessary to ensure lead time for the appropriation and procurement processes.

c. Organization and management of the program shall provide for minimizing costs consistent with the achievement of operational requirements, resulting in the highest possible training effectiveness and training device maintainability and availability.

(1) Contracting for aviation COMS will be accomplished on a service-wide, weapon systems basis to obtain cost efficiency in material and contractor labor. Variations are authorized where analysis indicates that an alternative contracting strategy may be more effective.

(2) Except where operational requirements cannot be otherwise met, centralized contracting for COMS through the Naval Training Systems Center (NTSC) will be employed for all major aviation training devices.

## 8. Action

a. Director, Air Warfare Division (N88). The Director, Air Warfare Division as Chief of Naval Operations (OPNAV) sponsor shall be responsible for overall planning, identification of aviation requirements and the establishment of priorities and policies; the supervision and direction of aviation training;



programming of aviation training resources (including training manpower), and the approval or disapproval of training programs.

b. Commander, Naval Air Systems Command. The Commander, Naval Air Systems Command (COMNAVAIRSYSCOM) shall:

(1) Determine the support concept for new weapon system training requirements. In consonance with the Training Agent, determine initial operational requirements and procure COMS as applicable.

(2) Conduct liaison with the intended user activities during the COMS procurement process to ensure incorporation of operational requirements.

(3) Plan, program and budget for initial COMS for all aviation training devices until transition of equipment to training agent support.

(4) Provide for the orderly transition of COMS to the training agent.

(5) Provide technical assistance to training agent activities throughout the equipment life cycle as follows:

(a) Operational and availability requirements definition.

(b) Planning, programming and budgeting for COMS.

c. Training Agents. Each training agent shall have responsibility as contained in this paragraph relative to aviation training devices under their operational control.

(1) Establish operational requirements (quantity and quality) for all training equipment to be maintained under COMS.

(2) Plan, program and budget for COMS to ensure orderly transition from COMNAVAIRSYSCOM.

(3) Conduct liaison with the contracting agency (NTSC) during the procurement process to ensure the incorporation of operational requirements.

(4) Provide on-site Contracting Officer's Technical Representative (COTR) to monitor COMS contract performance in support of the contracting office. Emphasis will be placed on close coordination between user activities and the COTRs.

(5) Shall coordinate device utilization goals to meet contracted availability requirements and ensure any major deviations are applied in follow-on COMS contracts to maintain maximum possible fiscal efficiency.



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d. Naval Training Systems Center. The Naval Training Systems Center shall provide centralized contracting for COMS and be responsible to the training agents as follows:

(1) Designate Procuring Contracting Officer(s) (PCO) and Administrative Contracting Officer (ACO) to support the COMS procurement program as directed by COMNAVAIRSYSCOM.

(2) Ensure user activity requirements are incorporated into the contractor process.

(3) Maintain liaison with the COTR to ensure compliance with the requirements of the contract and/or modifications.

e. Reporting. Reporting custodians shall report COMS contractor performance and device utilization on a monthly basis to OPNAV (N889) and NTSC in accordance with reference (c). Report format shall be standardized by N889.

9. Program Review. CNO (N889), COMNAVAIRSYSCOM, NTSC, and the training agents will periodically review the COMS program to assess status and make change recommendations to CNO.



R. D. MIXSON  
By direction

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